



Administrative & Artisan Assistant **Friendship Bridge – Lakewood, CO**

Friendship Bridge is an international social enterprise with a mission to create opportunities that empower Guatemalan women to build a better life. The organization operates as a non-profit, non-governmental organization, and relies on a donation portfolio and the sale of artisan products to expand its outreach and impact.

POSITION SUMMARY

Friendship Bridge is seeking an Administrative & /Artisan Assistant to be based in Lakewood, Colorado, USA. This is a part-time position (30 hours/week) and reports to the Office Manager and Handmade by Friendship Bridge Manager. This position is responsible for answering phones, greeting visitors, performing the monthly payables and receivables and banking reconciliations, assisting Handmade by Friendship Bridge with shipping, inventory, and communication with clients, and supporting the Development Team with mailings, thank you letters and the donor database. We are looking for someone with a willingness to learn quickly and who takes initiative and ownership of projects. *Spanish language is desired but not required.*

*** Please do not apply unless you fully meet the requirements listed below.**

JOB DESCRIPTION

Administrative Assistant Responsibilities

- Provide a pleasant and helpful first point-of-contact for visitors to our office and on the phone.
- Generate and send donor thank you letters, In Honor of and In Memory of acknowledgements and receipts, new donor and monthly giving welcome letters.
- Ensure smooth office operations at all times by maintaining office and postage supplies.
- Perform routine office or clerical support tasks, including printing postage and preparing mail, photocopying, filing, answering telephone calls, etc.
- Maintain a clean and neat appearance in the office, including the kitchen area.
- Other administrative duties as required.

Bookkeeping and Database Management

- Under the supervision of the Office Manager, record monthly payable and receivable activity into accounting database, NetSuite.
- Receive and record all daily receipts, create notables email, create deposit, track within the Salsa/DonorPro database, and send cultivations in CRM.
- Maintain and update records in Salsa/DonorPro database.
- Operate and batch the credit card and website deposits when necessary.
- Keep accounts payable current, cutting checks at least once per week.
- Assist the Office Manager during annual audit as needed.

Handmade by Friendship Bridge Responsibilities

- Responsible for shipping all orders received from the Handmade by Friendship Bridge online store and wholesale store.
- Organization and inventory management of incoming Handmade by Friendship Bridge orders.
- Provide customer service with online store buyers, sales support with wholesale buyers, and both virtual and in person sales support for shopping events.
- Develop strategy, cost analysis, and partnership with fulfillment center to support growth in Handmade by Friendship Bridge.
- Enter Stripe/Square/Paypal resale receivables into the CRM.

DESIRED SKILLS AND EXPERIENCE

- High School diploma required and some advanced training in Accounting and/or Finance preferred.
- Proficient in NetSuite, Microsoft Suite and other technology
- Great communicator, outgoing personality and ability to work as part of the team
- Ability to independently manage multiple tasks and projects and to assess and change priorities based upon organization needs
- High level of attention to detail
- At least 2 years bookkeeping and administrative experience preferred
- Results-oriented, excellent organizational skills and attention to detail.
- Values fit with someone who has a true service orientation and passion for empowerment

PERKS OF WORKING AT FRIENDSHIP BRIDGE

- Casual dress code
- Empowerment of Women
- Employee discount at www.handmadebyfriendshipbridge.org

This position is located in Lakewood, Colorado. It is a part-time position with benefits after one month of employment. A competitive salary and benefits package is offered.

Send cover letter, resume and salary requirements to hr@friendshipbridge.org. No calls, please.

Friendship Bridge provides for equality of opportunity without regard to race, color, age, religion, sex, national origin, disability or handicap.